



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **02 September 2016**

**Country:** Republic of Moldova

**Description of the assignment:** OHCHR National Human Rights Consultant

**Project Reference:** Office of the United Nations High Commissioner for Human Rights (OHCHR)

**Period of assignment/services:** 19 September 2016 - 31 December 2016

Proposals should be submitted online only, by following the "Apply online" link, no later than [12 September 2016](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [moldova@ohchr.org](mailto:moldova@ohchr.org). UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

### 1. BACKGROUND

The Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights.

Since July 2008 OHCHR has deployed a Human Rights Adviser to support the work of the Office of the United Nations Resident Coordinator (UN RC) in the Republic of Moldova, in September 2015 replaced by a National Human Rights Coordinator. OHCHR in Moldova led by the National Human Rights Coordinator supports and advises the UN RC Office, United Nations Country Team (UNCT) in Moldova, Government, National Human Rights Institutions (NHRIs), civil society and community groups in strengthening human rights and human rights based approach to development. The National Human Rights Coordinator is assisted in the accomplishment of his mandate by a National Human Rights Officer.

According to the Country Note for the Republic of Moldova 2014-2017, the thematic priorities for interventions include: (1) countering discrimination, in particular racial discrimination, discrimination on the grounds of disability, religion, sexual orientation and other criteria; (2) combating impunity and strengthening accountability and the rule of law; (3) strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The national consultant under these Terms of Reference works under the guidance and supervision of the National Human Rights Officer and National Human Rights Coordinator. The

national consultant works in close collaboration with project partners, beneficiaries and stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and information delivery.

Under the present Terms of Reference, the national consultant will:

Task 1: Assist the National Human Rights Officer and National Human Rights Coordinator in the implementation of the activities related to the process of putting in place of the new National Human Rights Strategy (NHRS) and the National Human Rights Action Plan (NHRAP), through:

- a) Contributing to the development and implementation of the concept of the OHCHR over the next NHRS and NHRAP;
- b) Organizing and facilitating the meetings related to the development of the framework for the next Moldovan NHRAP.

Task 2: Assist the Office in coordinating and implementing its work on capacity building for Moldova's legal professionals (judges, prosecutors, lawyers, police, law students), through:

- a) Communications with Office's partners and beneficiaries in the field;
- b) Supporting Office's internal and external coordination of the work in the field;
- c) Pro-actively advising on Office's approaches to work with the Moldova's legal professionals.

Task 3: Assist the Office in following-up on human rights violation / discrimination cases (to be submitted to the UN treaty bodies under individual complaints mechanisms, through:

- a) Following-up with the relevant lawyers (leading the relevant cases) in preparations for submission and on the status and progress, including by providing a substantive legal advice;
- b) Pre-screening the individual human rights complaints addressed to OHCHR/UN in Moldova, and referencing the complainants to the relevant national bodies;
- c) Identifying strategic cases recommended for advancement to the relevant UN treaty bodies.

Task 4: Undertake research on the legal framework and practice of the National Human Rights Institutions.

For detailed information, please refer to Annex 1 – Terms of Reference.

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

- University degree in law, human rights or other relevant discipline (Master's degree – a strong advantage);

#### **II. Experience and skills:**

- At least three years of professional experience at the national and/or international level in human rights;
- Experience of work on UPR, NHRAP, UN treaty bodies, with above-listed legal professionals (professional experience as a legal professional from the list – an advantage);
- At least three years of professional experience in human rights monitoring and investigation, promoting equality and non-discrimination; and experience in capacity building trainings for civil society and/or legal community;
- Experience in working with beneficiaries, civil society and public sector is a strong asset;
- Experience of working with minorities, marginalized or stigmatized groups is a strong asset.

#### **III. Language requirements:**

- Fluency in oral and written Romanian, Russian, and English;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, and Ukrainian, Romani or sign language is an asset.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
  - (i) Explaining why they are the most suitable for the work;
  - (ii) Provide a brief methodology on how they will approach and conduct the work.
2. Financial proposal;
3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.

#### **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are paid in equal installments and are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees, taxes, mobile phone calls, etc.).

##### Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

#### **6. EVALUATION**

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in law, human rights or other relevant discipline;
- At least three years of professional experience at the national and/or international level in human rights;
- Fluency in oral and written Romanian, Russian, and English.

The short-listed individual consultants will be further evaluated based on the following methodology:

##### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight – 60% (300 pts.);

\* Financial Criteria weight – 40% (200 pts.).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
<ul style="list-style-type: none"> <li>University degree in law, human rights or other relevant discipline (Master's degree – a strong advantage);</li> </ul>	University degree – 20 pts.; Master degree – 30 pts.	30
<ul style="list-style-type: none"> <li>At least three years of professional experience at the national and/or international level in human rights;</li> </ul>	3 years –up to 20 pts.; each additional year - 5 pts., up to maximum 40 pts.	40
<ul style="list-style-type: none"> <li>Experience of work on UPR, NHRAP, UN treaty bodies, with above-listed legal professionals (professional experience as a legal professional from the list – an advantage);</li> </ul>	Large - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
<ul style="list-style-type: none"> <li>At least three years of professional experience in human rights monitoring and investigation, promoting equality and non-discrimination; and experience in capacity building trainings for civil society and/or legal community;</li> </ul>	Less than 3 years - 5 pts.; 3 years - up to 30 pts.; each additional year - 5 pts., up to maximum 45 pts.	45
<ul style="list-style-type: none"> <li>Experience in working with beneficiaries, civil society and public sector is a strong asset;</li> </ul>	Large - 20 pts.; to some extent - 10 pts.; No – 0 pts.	20
<ul style="list-style-type: none"> <li>Experience of working with minorities, marginalized or stigmatized groups is a strong asset;</li> </ul>	Large - 20 pts.; to some extent - 10 pts.; No – 0 pts.	20
<ul style="list-style-type: none"> <li>Fluency in oral and written Romanian, Russian, and English;</li> <li>Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.</li> </ul>	Max - 5 pts.  Max - 10 pts.	15
<ul style="list-style-type: none"> <li>Interview (demonstrated</li> </ul>	50 – Professional competencies;	100

competences as specified in the annex 1- Terms of reference).	30 – Development and Operational Effectiveness; 10 – Knowledge Management and Learning; 10 – Leadership and Self-Management.	
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<b>200</b>

#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

#### **ANNEXES:**

##### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

##### **ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**